



**Kilkenny and Carlow Education and Training Board**  
**Minutes**  
**21 March 2023**

Date: 21 March 2023  
Time: 3.30pm  
Venue: Carlow Institute of Further Education, Carlow

Attendance: Tomás Breathnach, Fergal Browne, Peter Cleere, Deirdre Cullen, Andrea Dalton, Eamonn Doheny, Fidelis Doherty, Ger Frisby, Matthew Kenny, Thomas Kinsella, Caitlín Mhic Cárthaigh, John Hurley, Patrick O’Neill, Clare Ryan, Adrienne Wallace

Also in attendance: Chief Executive Eileen Curtis, Director of Further Education and Training Martha Bolger; Director of Schools Pauline Egan, Director of Organisation Support and Development Liam Scott, Head of Finance Linda O’Brien  
Executive support Caoimhe Byrne

Apologies: Laura Conheady, Carmel Boyle, Jenny O’Regan Byrne, Mary Hilda Cavanagh

Chairperson Fergal Browne presided at the meeting (Due to some technical difficulties Vice-Chairperson Andrea Dalton chaired some of the meeting).

**1. Conflict of Interest**

At the start of the meeting, the Chairperson reminded members about procedures for dealing with any potential conflict of interest arising during a board meeting:

The ETB Act of 2013 and the Code of Governance (2019) both state that a member of an ETB board must absent himself/herself when the board is deliberating or deciding on matters in which that member has an interest. He/she should not take any part in any deliberation of the board relating to the matter, should not influence, or seek to influence, a decision to be made in relation to the matter and should not vote on a decision relating to the matter.

## **2. Condolences and congratulations**

Condolences were extended to those recently bereaved.

## **3. Minutes of board meeting held on 14 February 2023**

The minutes of the meeting held on 14 February 2023 had been circulated to board members in advance (Document 210323 – 02). The minutes were taken as read. The minutes of the meeting were proposed by Fidelis Doherty, seconded by Clare Ryan and agreed. The minutes were recorded as a true record of the proceedings of the board meeting held on 14 February 2023.

## **4. Matters arising from minutes**

No matters arising.

## **5. Correspondence**

### **Department of Education Circular Letters – to be implemented**

- 0001/2023 - Advice on the use of assessment instruments/tests for Guidance or for additional and special educational needs (SEN) in post-primary schools
- 0004/2023 - Staffing Arrangements in Education and Training Boards for the 2023/24 school year
- 0005/2023 - Teacher Fee Refund Scheme 2022
- 0007/2023 - Revision of Teacher Salaries under The Building Momentum Pay Agreement with effect from 01 March 2023
- 0008/2023 - Revision of Salaries for Special Needs Assistants (SNAs) under Building Momentum Pay Agreement with effect from 01 March 2023
- 0009/2023 - Revision of Salaries and Allowances of Certain Grades other than Teachers and SNAs employed by ETBs under The Building Momentum Pay Agreement with effect from 01 March 2023
- 0012/2023 - Graduate Certificate in the Education of Pupils on the Autism Spectrum (AS) for teachers working with Pupils on the AS in Special Schools, Special Classes or as Special Education Teachers in mainstream Primary and Post-Primary Schools, 2023/2024
- 0013/2023 - Post-Graduate Diploma Programme of Continuing Professional Development for Special Education Teachers, 2023/2024



- 0014/2023 - Post-Graduate Certificate/Diploma Programme of Continuing Professional Development for Teachers working with Students with Special Educational Needs (Autism)
- 0015/2023 - Amendments to Junior Cycle Irish T1 and T2 specifications and assessment arrangements for Classroom-Based Assessments 1 and 2

#### **Other Departmental correspondence – for information**

- DCEDIY - YIC Letter of Allocation 2023
- DCEDIY - Letter of Allocation LYCGS 2023
- DCEDIY - Integration Fund 2023
- DCEDIY - ETB Youth Grant Allocation 2023
- DCEDIY - Capital Allocation 2023

#### **Other correspondence**

- Music Generation Ireland - 2023 Funding Agreement for MG Carlow
- Music Generation Ireland - 2023 Funding Agreement for MG Kilkenny
- SIPO – Travel item update

## **6. Chief Executive's Report**

Chief Executive Eileen Curtis presented the Chief Executive's report:

### **6.1 Corporate Governance and Administration**

#### **Annual Financial Statements for 2022**

The KCETB Annual Accounts for 2022 have been completed and will be submitted to the C&AG by the deadline of 31 March 2023. Thanks was extended to all staff who have collaborated in the process, and to the Finance and Audit and Risk Committees for the role they play in ensuring that KCETB upholds high standards of governance.

The statement of internal control for 2022 will be signed by the Chair and submitted with the accounts. The statement is based on the assurances provided by the Finance and Audit and Risk Committees in their reports to the Board. All relevant matters are included in the Statement of



Internal Control. Relevant documents pertaining to the statement of internal control were circulated to the Board.

### **Meeting with DE Officials**

As part of the KCETB Oversight and Performance Delivery Agreement a formal meeting takes place with the DE annually. The meeting took place on 23 February at which the following was discussed:

- Overview of activities in respect of Service Plan 2022 and Annual Report 2021
- Reporting and Governance Requirements
- Financial Governance
- Oversight Agreement 2023
- Strategy Statement 2022 - 2026
- Other items raised by KCETB - staffing requirements, progress on the Organisational Design for ETBs and the delay in certifying accounts.

### **ETB Week**

As previously reported, ETB week took place from 27 February – 3 March. This was an opportunity to showcase and celebrate the richness of the work taking place across the ETB sector and to mark 10 years since the formation of the ETBs.

KCETB organised a number of events and activities to promote and showcase various aspects of service provision including a launch and live broadcast with KCLR, a hospitality showcase for employers to promote programme options for the industry, a learner voice event and a workshop with guidance counsellors from schools to promote FET options. A family learning seminar took place to launch the QQI Level 3 Special Purpose Award in Family Learning promoted by KCETB and the opening of the ASD unit in Borris Vocational School took place also.

2 March was ETB day and KCETB was delighted to have 8 nominees for the ETB Excellence Awards in a number of categories. They were as follows:

#### **Category**

Respect

#### **Nominees**

Abbey Community College  
Kilkenny & Carlow ETB Schools Initiative - Building Restorative Schools  
Making Connections, St. Catherine's Community Services Carlow



Care	Together, Although we are Apart, Kilkenny Adult Learning Service
Excellence in FET	Family Learning Programme Development, KCETB QA
Excellence in Gaeloideachas	Sean Holt, Gaelcholáiste Cheatharlach
Excellence in Education	Shane Fallon, Deputy Principal, Scoil Aireagail
Excellence in OSD	Doreen Ryan, Head Office, Carlow

Congratulations to Sean Holt, Gaelcholáiste Cheatharlach on winning the Excellence in Gaeloideachas Award and to Abbey Community College and the Restorative Schools Initiative who were runner up and winners of the Respect Award respectively.

A teacher from Kilkenny City Vocational School, Michael Farrell and a former student Alaudinn Mohammad also featured in the ETB Heroes video launched on ETB Day.

In addition, the winners of the KCETB Ethos Photography Competition were as follows:

Overall Competition Winner:	Cáitín Ní Thaidhg, Gaelcholáiste Cheatharlach
Respect Winner:	Cian Franks, Scoil Aireagail
Community Joint Winners:	Cáitín Ní Thaidhg, Gaelcholáiste Cheatharlach Jeff Iwere Abbey Community College
Care Winner:	Eden Gillespie, Abbey Community College
Excellence in Education Winner:	Shane Farrell, Borris Vocational School
Equality Winner:	Devon Kielthy, Duiske College

Grateful thanks was extended to all staff who organised the various events and who supported the various activities throughout the week. It was used as an opportunity to promote and focus on various aspects of our services and to raise awareness of our provision; particular thanks was extended to the students from Coláiste Eoin, Tyndall College and Music Generation Carlow for their wonderful singing and playing at the KCLR live broadcast event.

### **Annual Report 2022**

A draft Annual report is being prepared and will be presented to the board for adoption as is the requirement under the Code of Practice for the Governance of ETBs. A draft copy will be



circulated in due course and should members wish to suggest any relevant amendments at that stage they may do so.

### **Ukrainian Refugee Education Services**

#### *Provision of education to children arriving from Ukraine*

The Temporary Protection Directive for those arriving from Ukraine to Ireland has been extended to March 2024. This directive assures their right to education in the public education system, along with other rights, for a temporary period, on the same basis as EU citizens.

School Enrolments as at 1 March 2023:

#### **Kilkenny**

- Primary School Enrolments: 172
- Post Primary School Enrolments: 117

Kilkenny city has limited capacity, primary placements are being sourced outside of the city and are transport dependent.

#### **Carlow**

- Primary School Enrolments: 124
- Post Primary School Enrolments: 69

Carlow school places are limited and are class and age dependent

Capacity surveys for primary and post primary schools have been completed with up-to-date data on current availability. Transport is a consistent challenge, however, there has been significant improvement on route allocations. Correspondence has issued to schools regarding school transport for 2023/24. There will be a separate application process for new Ukrainian arrivals, however existing Ukrainian students enrolled in schools for 2022/23 will roll over for the 2023/24 academic year.

## **6.2 Schools**

Director of Schools Pauline Egan presented the following report:

### **Teaching and Learning**

**KCETB TeachNimble Programme** - Kilkenny and Carlow ETB have joined with H2 Learning and Microsoft Education to collaborate on the delivery of a professional learning programme to



support teachers in KCETB to further enhance teaching, learning and assessment practices utilising digital technologies. 18 Teachers are engaging with the final session on 21 March.

**KCETB Leadership Programme for middle leaders** (Assistant Principals/AP1's) continues this term with Dr. Joe O Connell.

**ETBI Annual Principals and Deputy Principals Conference** took place 25 and 26 January 2023 in Sligo. The theme of the conference was Leadership for Learning with a particular focus on senior cycle reform.

**A workshop for newly appointed Principals and Deputy Principals** on Arrangements and Procedures for Suspensions and Expulsions – Managing the Process, took place on 21 February.

#### **ETB Week – 27 February to 3 March**

Schools engaged very successfully in ETB week with lots of social media posts of their activities and events. It provided an opportunity to promote and celebrate our ethos and our continued promotion of excellence in education.

We ran an ethos photography competition with students, inviting photographs that represented our core values of Excellence in Education, Respect, Care, Community and Equality. We were delighted that our schools were so well represented and so successful at the ETBI Excellence Awards.

**ETBI Induction for Newly Appointed Principals and Deputy Principals** took place 9 March 2023 with newly appointed staff from KCETB in attendance.

**Our KCETB Principals and Deputy Principals Spring Conference** takes place on 23 and 24 March.

#### **Schools Debate Day**

A Schools Debate Day took place on 16 March, facilitated by reigning debating winners Abbey Community College. Students from across all our schools engaged in workshops delivered by experienced coaches on the themes/topics of: debate preparation and research skills, structure of speeches, developing the skill of rebuttal.

All of this serves as preparation for our formal debating competition which will run during the final term.



## Governance and Management of Schools

### Inspections

- Borris Vocational School - Whole School Guidance on 21 and 22 February 2023

### NEPS Audit of Reasonable Accommodations at Certificate Examinations (RACE)

- Tyndall College on 21 February 2023

The nominations of Edel Nevin and Niall Nevin as parent nominees and of Michael Walsh as a Community nominee for Grennan College Board of Management were confirmed. These were agreed on the proposal of Peter Cleere and seconded by Caitlín Mhic Carthaigh.

**Workshop for Board Members** - An online workshop for members of Boards of Management has been organised for 28 March at 6.30 p.m. The session will focus on *What it means to be an ETB school* and will focus on building awareness on our ethos and core values.

### Human Resources

The Initial Teacher Allocation for 2023/2024 has issued to schools and they have completed their curricular appeals to the Department of Education.

Application forms and circulars in relation to job-sharing, career break and transfer for teaching staff closed on 1 February 2023.

	2023/2024
Job Sharing	54
Career Break	23
Transfers	11

Middle leadership post interviews are now concluding.

## 6.3 Further Education and Training

Director of Further Education and Training Martha Bolger presented the following report:

### SOLAS Capital Projects:

- **Grennan Equestrian:** A meeting with SOLAS and the Design Team will take place on 23 March 2023.
- **Purcellsinch:** SOLAS have written to confirm the funding for the expansion of the Phase 2



electrical apprenticeship training facility.

- **FET College Kilkenny:** A site selection report has been submitted to SOLAS.

**Funding 2023:** SOLAS have met with KCETB regarding the funding for 2023. While reductions in some areas has been advised it is hoped that approximately €28 million will be approved through the 2023 FARR application process.

**Recruitment:** A number of CEF positions are currently being filled.

- CEF Curriculum Development
- CEF Learner Well Being Coordinator
- CEF Learning & Professional Development
- VTOS Co-ordinator Carlow

As John Kavanagh, Deputy Principal at KCVS with responsibility for Ormonde College is retiring, Ms Una Hayes (VTOS Co-ordinator) will take up this post.

**Incidental Inspection at Youthreach Kilkenny:** Youthreach Kilkenny received an inspection on 23 February 2023. Policy checks (Child Protection and Anti Bullying) were all found to be in order. Teaching and Learning was noted as Very Good. The Inspector noted the supports in place for learners and the new sensory room.

**Music Generation:** Both Carlow and Kilkenny worked with 9,500 young people across both counties during 2022. Kilkenny MG statistics for 2022 demonstrated that they worked with nearly 20% of the total population of those 18 years and under across the whole county of Kilkenny. A suite of events are being planned for both programmes for 2023.

**LCYP:** A call for a new **Local Creative Youth Partnership (LCYP)** has been issued. A new LCYP will be funded in 2023 following this application process and a panel will be formed from which future LCYP's can be selected and funded. Up to a maximum of €150,000 will be allocated to the new initiative up until the end of 2023. It is anticipated that funding will recur for the duration of the next phase of Creative Youth 2023 - 27. KCETB Youth Officers are preparing an application.

**ETB Week:** A number of events were held throughout FET Services to showcase various aspects of our provision:

- Training Services
- AONTAS Learner Voice
- DEIS to FET Guidance Counsellor Information event



- Launch of Family Learning Award
- Numerous Tea Parties
- ETB Excellence Awards

We were delighted to have a number of initiatives shortlisted for the ETBI Excellence Awards. In addition to those shortlisted, a number of other nominations were made from the FET Service. Grateful thanks was extended to all staff for their promotion of the Excellence Awards across our services.

On the 7 March, the **South East Regional Skills Forum** hosted a meeting of personnel involved in industry engagement from education and support agencies, particularly those involved in education and training provision. The purpose was to build a greater understanding of what is on offer to enterprise and who the relevant providers are. The 3 ETBs in the region made a joint presentation on ETB FET provisions. The combined statistics for the 3 ETBs demonstrate their considerable reach with:

- 43367 learners / students
- 4177 staff
- 100 FET locations
- 2 new FET College Capital approvals
- 2400 companies / industries supported through Services to Business initiatives

**Ukrainian Response:** Currently there are 450 attending classes in Kilkenny with a further 270 attending classes in Carlow.

There is currently a lot of movement between counties – rather than new arrivals.

**International Protection Refugees:** The Adult Learning Service attended a meet and greet session with immigration services on 7 March in Kilkenny. Initial contacts suggested that the key need is for English Language classes. 40 people attended this session (from Afghanistan, Algeria and Georgia). Another 40 individuals have attended a further meet and greet session and additional numbers may follow. Adult Literacy assessments are ongoing and adults are being integrated into current provision subject to their level of literacy and English.

Those Refugees who arrived to Bagenalstown are currently being assessed. There are approximately 40 individuals with varying levels of English and classes will be run on site.

## 6.4 Organisational Support and Development

Director of OSD Liam Scott presented the following report:

## Human Resources

### Appointments

- Thomas Farrell has been appointed as Programme Development Officer.
- Ann Marie Peters has been appointed as Learner Support and Wellbeing Co-Ordinator.
- Una Hayes has been appointed as Acting Deputy Principal in Ormonde College of Further Education.

### Recruitment

- Planning in respect of teacher recruitment for the 2023 - 2024 academic year has commenced. As part of this planning process a review is currently taking place in respect of contracts.
- Learning and Professional Development Co-Ordinator position is being re-advertised.
- Music Educator Panel is being formed.

### Career Break and Job-Sharing Applications

Letters to staff in respect of Job Sharing and Career Break for the 2023 - 2024 academic year have been issued.

### Disability Related Matters

Kilkenny and Carlow ETB has a duty as a public sector employer to report each year on the number and percentage of employees with disabilities as obliged under the Disability Act 2005. To do so we must build an accurate record of the number of staff with disabilities. A questionnaire has been issued to all staff to assist KCETB as part of the reporting process.

Details in respect of KCETB's Access Officers are available on our website ([www.kcetb.ie](http://www.kcetb.ie)). The role of the Access Officer is to arrange and co-ordinate the provision of assistance and guidance to people with disabilities in accessing our services.

### Wellness Programmes

Kilkenny and Carlow ETB has scheduled nine Staff Wellness Seminars in conjunction with the Employee Assistance Service, spectrum.life. The seminars will cover topics including: Improving Self Confidence; Coping strategies for life; Mental Health in young people; Optimising work-life balance; Goal Setting; Improving emotional intelligence; and Motivating Teams.

### Gender Pay Gap

The Gender Pay Gap Information Act came into law in July 2021. In 2022 organisations with over 250 employees were required to report on their gender pay and chose a snapshot date of their employees in June 2022. The mean Gender Pay Gap in KCETB is 12.54%. Full details are available on our website: [www.kcetb.ie](http://www.kcetb.ie)

## Corporate Services

### Leases

- **Training Services, Units K & L, Purcellsinch Business Park, Kilkenny - Renewal of Lease – Term - 01.09.23 to 31.08.33**
- **Scoil Aireagail - Site for Modular Accommodation and Staff Car Parking - Cancellation of existing lease which expires in 2028 and replacement with new lease Term of lease 20 years from March 2023**
- **Scoil Aireagail - Lease of recreational ground at Scoil Aireagail, Ballyhale, Co. Kilkenny 21.10.23 to 20.10.28**
- **Seville Lodge - Increase in Annual Rent Cost - From €125k to €150K**
- **VTOS Carlow 1-3 Granby Row - Renewal of Lease – 01.09.23 to 31.08.24**
- **Youthreach Carlow & Carlow Adult Learning - Renewal of Lease – 05.09.23 to 05.08.26**

## Capital Projects

1. **Grennan College, Thomastown** - discussions on the provision of an SEN unit are ongoing with DE.
2. **Borris Vocational School** - Stage 1 design proposals are being finalised.
3. **Kilkenny Schools Campus** - A competition for the design team project lead will be advertised shortly.
4. **Gaelcholáiste Cheatharlach** - Design team meetings with KCETB and the department are ongoing.
5. **Coláiste Mhuire, Johnstown** - negotiations are ongoing with the Department regarding design options.
6. **Scoil Aireagail, Ballyhale** - costings for the provision of the extension is being discussed with department.
7. **Duiske College, Graiguenamanagh** - A construction tender for a new SEN classroom has been advertised.
8. **FET Infrastructure Programme, Grennan Equestrian Centre** - surveys are being conducted in preparation for approved capital works.
9. **FET Infrastructure Programme, Purcellsinch** - approval to proceed to tender for construction has been sanctioned.

## Finance

### EFT Banking Facilities

Approval from the board was sought for the continuation of the Electronic Fund Transmission (EFT) facility from Bank of Ireland in the amount of €2,475,000 until 23 March 2024. The approval for the continuation of the Electronic Fund Transmission (EFT) facility from Bank of Ireland was proposed by Fidelis Doherty, seconded by Peter Cleere and agreed.

## Governance

### 7. Annual Financial Statement

#### Adoption of Financial Statement

A meeting of the Finance Committee took place on the 16 March and the Audit and Risk Committee met on 15 March to consider the Draft Annual Financial Statements and associated documents for the 12-month period 1 January 2022 - 31 December 2022.

The committees' recommended that KCETB Financial Statements for 2022 be adopted by the Board and signed by the Chair.

The committees also reviewed internal control procedures and the assurance of the Chief Executive, full reports from the committees are provided in section 9.

Head of Finance Linda O'Brien provided an overview of the Annual Financial Statements for 2022 and provided clarification on areas as required.

The Annual Financial Statements and accompanying documents were proposed by Peter Cleere seconded by Ger Frisby and agreed.

### 8. Risk Management

#### 1. Internal Audit

- a) The final Internal Audit Report on School Meals was discussed by the Audit and Risk Committee in January.
- b) The final IAU Report on Local Training Initiatives was discussed by the Audit and Risk Committee in January.
- c) The Internal Audit Report on Covid-19 Finance was received on 1 March 2023 and returned a comprehensive opinion.
- d) The Payroll HR Internal Audit report is being prepared by IAU-ETBs.
- e) The Internal Audit on PLC and Co-operation hours is ongoing.



2. **OACG Audit 2021**
  - a) The OACG Audit on the 2021 AFS is ongoing and may run until April 2023.
  - b) KCETB has requested an earlier audit in 2023.
  
3. **Finance Consolidation Project**
  - a) ESBS Shared Services visited HQ and local centres and discussed the challenges in the operation of the new financial system.
  - b) ESBS are to prepare a report on improving operational effectiveness of the system.
  
4. **Oversight Agreement and Performance Delivery Agreements**
  - a) The annual meeting to review the Oversight and Performance Delivery Agreements took place on 23 February 2023.
  
5. **Business Continuity Meeting**
  - a) The next Business Continuity meeting is scheduled for May 2023.

#### **9. (a) Minutes and Reports of Committees, and Boards of Management- for information**

Minutes of Boards of Management and committees were noted and confirmed as appropriate by the Board.

#### **9. (b) Report from ETBI Reserve Members Forum**

Mary Hilda Cavanagh was not in attendance therefore a report from the latest ETBI Reserve Members forum meeting was not provided.

#### **9. (c) Report from Finance Committee**

**Report from the Finance Committee 13 February 2023** – FC Chairperson Eddie Holohan, Mary Brennan, Deirdre Cullen attended

A meeting of the Finance Committee took place via MS Teams on 13 February 2023 at 4.30pm. This was a one-item agenda meeting to go through the Draft Service Plan 2023. the Committee's activities included:

- Minutes of 14 December 2022 meeting
- Draft Service Plan 2023

**Report from the Finance Committee 16 March 2023** – Eddie Holohan, Peter Cleere, Mary Hilda Cavanagh and Sadie Aherne attended. Eileen Curtis, Chief Executive, Liam Scott, Director OSD,



Linda O'Brien, Head of Finance and Alma Feeley, Compliance Officer attended on behalf of the executive. Deirdre Cullen provided the following report:

A meeting of the Finance Committee took place on 16 March at 4.15 pm in KCETB HQ, Carlow.

The agenda included:

- Risk Management
- Capital Projects Report
- Contracts in excess of €50,000
- Annual Financial Statements
- Statement of Internal Control
- Letter of Representation to C&AG
- CE Assurances
- Report of the Audit and Risk Committee
- Variance report
- Working Papers 2022
- Opinion of ARC on System of Internal Control
- Finance Committee Annual Report

The Finance Committee recommends that the accounts and all associated documents, as presented by the Chief Executive, be adopted by the Board of KCETB and signed by the Chairperson.

The Annual Report of the Finance Committee was circulated to members in advance of the meeting.

#### **9. (d) Report from Audit and Risk Committee**

**Report from the Audit and Risk Committee 23 January 2023** - Ger Mulvey, Mary Brennan, PJ Leonard, Michael Delaney and Andrea Dalton attended

A meeting of the Audit and Risk Committee took place on 23 January, 2023 at 4.30pm in Seville Lodge.

The agenda included:

- Minutes of 20 December 2022 meeting
- Risk Management Report
- C&AG Management Letter 2022



- Review of Schools Meals Audit Report
- Review of LTI Audit Report

**Report from the Audit and Risk Committee 27 February 2023** - Ger Mulvey, Mary Brennan, Pat O'Neill, Andrea Dalton attended

A meeting of the Audit and Risk Committee took place on 27 February, 2023 at 4.30pm in Seville Lodge.

The agenda included:

- Minutes of 23 January meeting
- Director of OSD – Executive Report
- OSD Audit Registers
- Review of OSD Risk Registers
- OSD Assurances
- Risk Management Report
- C&AG Management Letter 2022
- Review of Internal Controls Process

**Report from the Audit and Risk Committee 15 March 2023** - Ger Mulvey, PJ Leonard Andrea Dalton attended. Eileen Curtis, Chief Executive and Alma Feeley, Compliance Officer attended at the request of the Committee. Andrea Dalton provided the following report:

A meeting of the Audit and Risk Committee took place on 15 March 2023 at 4.15pm in KCETB HQ, Carlow.

The agenda included:

- Minutes of February meeting
- Risk Management
- System of Internal Control
- Review Process
- Compliance Report 2022
- Audit Insights Questionnaire 2022 – COVID19
- Assurance Statement of CE
- Letter of Representation
- Statement of Internal Control
- Draft Annual Financial Statements
- Opinion on System of Internal Control

The Audit and Risk Committee considered the reports on the checklist provided in respect of their deliberations on the adequacy of the System of Internal Control.

The Audit and Risk Committee determined that, on balance, KCETB operated an effective System of Internal Control in 2022.

The Annual Report of the Audit and Risk Committee was circulated to members in advance.

## **10. Matters for approval, adoption or confirmation by the Board**

### ***210323 - KCETB 01 Minutes of previous meeting(s)***

Adopt the recorded minutes of the meeting held on 14 February 2023. The minutes will be published online.

Correspondence received and noted.

### ***210323 - KCETB 02 Chief Executive's Report***

For adoption, including confirmation of BOM nominees

### ***210323 - KCETB 03 Corporate Services***

Approve leases

### ***210323 - KCETB 04 Finance***

For approval

### ***210323 - KCETB 05 Risk Management***

For approval/adoption/noting.

### ***210323 - KCETB 06 Annual Financial Statements 2022 and associated documents***

For adoption

### ***210323 - KCETB 07 Report of Committees***

For confirmation/ adoption – Finance, including Annual Report and Audit and Risk Committee Annual Report.

For information – BOM minutes



Unless stated previously the above items were adopted by the board as proposed by Tomás Breathnach seconded by Thomas Kinsella and agreed.

**11. Other Business with prior permission of the Chair**

**12. Date of next meeting**

Tuesday 16 May 2023 at 3.30pm

Signed:

*Fergal Browne*

Date:

*16/5/23*